



**November 2006  
FLSA: EXEMPT**

## **ASSISTANT FIRE CHIEF**

### **DEFINITION**

Under general direction, plans, organizes, coordinates and administers all functions and activities of one of the following divisions of the City's Fire Department: Operations or Prevention; and performs other duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Fire Chief. Exercises general direction and supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This upper-management classification assists the Fire Chief in managing activities throughout the City and the surrounding area to provide comprehensive fire prevention, inspection, suppression, emergency medical response, hazardous materials response, and related services. This class has responsibility for either the Operations or Prevention Division of the department, functions for the Fire Chief on a relief basis, and is distinguished from that latter class in that the Fire Chief has overall management responsibility for all departmental functions, staff and activities.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes role and responsibilities of Fire Chief in his/her absence, including applying departmental policies and procedures regarding personnel issues, department commitments and the Emergency Operations Center and meeting with various entities regarding related issues.
- Manages and participates in the development and administration of the division's and/or department's budget; forecasts funds and specifications needed for staffing, apparatus, equipment, supplies, and facilities; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Selects, trains, motivates, and directs Division personnel; evaluates and reviews work for acceptability and conformance with Division standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and is participates in termination procedures; responds to staff questions and concerns.
- Conducts and coordinates contract negotiations for special services, including drafting contracts and proposals and meeting with related entities in developing contracts.
- Provides command and control on multiple company incidents.
- Provides needed information and demonstrations to City employees and the public regarding fire safety and related issues.

- Supervises, plans and coordinates Fire Department operations and activities in conjunction with the Fire Chief, including recommending, developing and implementing procedural and policy improvements, coordinating events and activities as assigned, providing technical data and research information for presentations and reports, preparing, administering, and overseeing related budgets, and directing and participating in personnel management.
- Provides command and control to incidents occurring in the City of Eureka area, including responding to fires, extrications, and other hazards, monitoring calls, and participating in service provision.
- Administers, manages, and coordinates City Emergency Operations Center and Disaster Preparedness, including planning, organizing, and directing related functions and participating in staff training, emergency plan development, and emergency operations.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Establishes and maintains effective working relationships with other Fire Department personnel within and outside of the City; works closely with a variety of public and private organizations, community groups, and other City, County, and State officials in developing programs and implementing projects for fire suppression, emergency response, fire prevention, training, administration and/or apparatus/buildings/grounds.
- Attends meetings, conferences, workshops, and training sessions and reviews materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner.
- Functions as "Duty Chief" for the Department, as required.
- Performs other duties as assigned.

**When assigned to the Operations Division:**

- Administers and manages all functions, including planning and directing fire station activities, ensuring equipment maintenance, implementing service standards and code compliance, assigning and reviewing fire company work plans and projects, supervising, directing, and evaluating assigned personnel, addressing concerns from the public and from employees, and reviewing various reports.
- Provides command and control to incidents occurring in the Eureka area, including responding to fires, extrications, and other hazards, monitoring calls, and participating in service provision.
- Manages the Department's comprehensive training program, including developing program direction, goals, objectives, policies, and procedures, overseeing duties of the Training Officer, participating in local, regional, and state training associations, overseeing training budget, and preparing related reports.
- Plans, organizes, and directs operations of various Department programs such as Technical Rescue, Volunteer Firefighters, and other programs, including administering and managing program operations and monitoring program success in meeting established goals and objectives.

**When assigned to the Prevention Division:**

- Administers the enforcement of fire codes, ordinances, and laws as established by the City and State.
- Develops and implements procedures and policies related to investigations, inspections and service; provides direction to personnel, reviews reports to ensure compliance, issues citations, and compiles related statistical information and reports.
- Administers and directs development and implementation of procedural methods and practices for the Fire Prevention Bureau activities such as fire education and investigations, including reviewing engine companies' methods and procedures, developing and directing staff in presenting fire education programs, overseeing all aspects of fire investigations, developing policies, conducting

inspections, reviewing applications, and meeting with various entities regarding fire and life safety issues and fire codes as they pertain to construction/community development, reviewing plan checks, and interpreting various fire codes.

- Represents the City and Fire Department in development and construction activities that affect the City's Fire and Loss Management programs, including attending meetings, reviewing proposals and projects for code compliance, presenting recommendations, and coordinating/communicating with various entities regarding related issues.
- Plans, organizes, and directs operations of various Department programs such as Hazardous Materials and other programs, including administering and managing program operations and monitoring program success in meeting established goals and objectives.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of municipal fire administration, including suppression, prevention, inspection, investigation, damage control, and modern fire suppression techniques and delivery methods.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, procedures, equipment, and apparatus used in firefighting, rescue, and various other emergency responses.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Municipal budget development and financial accounting practices.
- Geography of the City, including locations of streets, hydrants, sprinkler and standpipe hookups, and alarm panels.
- Practices and techniques of hazardous materials response, containment and clean-up.
- Applicable Federal, State, and local laws, codes, and ordinances.
- Safety practices and equipment related to the work.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

### **Ability to:**

- Supervise, select, train, motivate, and evaluate the work of staff.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient fire suppression and prevention services.
- Plan, direct, and review fire suppression, inspection, fire and life safety code compliance, emergency medical service, and hazardous material emergencies operations and activities.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Identify and respond to community and City Council issues, concerns, and needs.
- Perform fire suppression and associated rescue and salvage work in a safe and effective manner.
- Deal with hazardous materials incidents in conformance with department procedures.
- Prepare clear and concise reports, correspondence and other written materials.

- Prepare and maintain a divisional budget.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in Fire Administration, and five (5) years of experience as a Fire Captain.

**License:**

- Valid California class C driver's license with satisfactory driving record.
- EMT-1 Certification within six months of appointment.
- Valid California Certified Fire Officer Certificate within twelve months of employment.
- Valid Emergency Medical Technician Defibrillation Certificate.
- First Responder Operations Certificate
- First Responder Operations Decontamination Certificate.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility, physical strength and stamina to respond to emergency situations and use emergency apparatus and equipment; perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders; to operate a motor vehicle and to visit various City and meeting sites; vision to discern colors and assess emergency situations, including medical incidents, to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is partially a sedentary, partially a field classification that requires operating in emergency situations and to identifying and assessing problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator, operate standard office equipment, and to operate above-mentioned apparatus and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites, and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials, objects, and individuals necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The work also involves work in the field with exposure to loud noise levels, extreme temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Required to work on evenings, weekends, and holidays and monitor radio traffic on 24-hour shifts as assigned.